

**DEPARTMENT OF FINANCE AND ADMINISTRATION
KNOWLEDGE, ABILITIES, SKILLS
FOR APPLICANT SELECTION**

The KAS Listing must be completed for all regular positions in the Department. If a specific position's duties are re-structured, the KASs must be re-evaluated and revised, as necessary, to accurately reflect the requirements of that position. Traits are only developed and used for managerial positions (KASTs). **All applicable KASs (Knowledge, Abilities and Skills) from the Job Specification issued by the Office of Personnel Management must be listed as "Essential."** In addition, those KASs that are not listed on the official job specification, but are appropriate must be determined and listed as "Desirable" or "Beneficial."

Internal Personnel Process:

- A. Interviewer prepares the KAS listing with established and developed KASs; the KAS listing is sent to Internal Personnel with the JVRR and the Hiring Freeze Approval Form for advertising purposes.
- B. Internal Personnel reviews the KAS Listing:
 1. to ensure correctness and appropriateness
 2. to ensure ADA compliance.
- C. Interviewers are contacted if questions arise regarding KAS development or if incorrect form or content is used.

KAS Development: KASs will be listed using the following definitions:

(1) **ESSENTIAL:**

- Always list the KASs from the official job specification; if 1 or more does not apply, put **N/A** to the side.
- These KASs represent an essential, primary reason the job exists and a reason for which the job was designed. Qualified applicants should possess most, if not all, essential KASs.
- These are pertinent to the classification and the position.

(2) **DESIRABLE:**

- These developed KASs indicate a more acceptable standard of education/experience for this particular job. It is expected that little or no orientation, specific to the Organization or type of program, is needed if applicants demonstrate possession of these KASs.
- These are pertinent to the individual position needs.
- These are the KASs developed above and beyond the essential.

(3) **BENEFICIAL:**

- These developed KASs indicate an expertise that should result in a highly acceptable level of education/experience.
- These are most pertinent to the individual position needs.
- These are the KASs developed above and beyond the desirable and essential; however, beneficial KASs may not be necessary for all positions.

Examples of KAS Development:**A. Accountant**

Essential – Knowledge of accounting principles and practices.

Desirable – Knowledge of State accounting practices and procedures.

Beneficial – Knowledge of Miscellaneous Tax / Revenue accounting systems.

B. Secretary II

Essential – Knowledge of word processing applications.

Desirable – Ability to perform micro-computer word processing functions utilizing Microsoft Word.

Beneficial – Ability to utilize other Microsoft Office applications, including EXCEL, ACCESS, and POWERPOINT.

If you want an applicant to have experience in a certain area, it needs to be listed as knowledge, a skill, or ability. Example: Experience in POWERPOINT. The correct wording should be, "Ability to utilize POWERPOINT".

Once the KAS Listing has been developed the interviewer can design interview questions; this will enable the interviewer to ascertain whether or not an applicant possesses the required and developed KASs.

Scoring Applicants:

Interviewers are encouraged to use simple point scoring for KASs – however, if the job is more complex the scoring system may become more defined. The more complex the job, the harder the scoring system.

For example: Attorney – Ability to prepare and present oral/written argument.

The Interviewer may divide the ability into 2 or more scoring areas with levels of each depending on requirements for the particular job and/or the interviewer may wish to apply weights to the various KASs.